



City of Westminster Building Division

8200 Westminster Boulevard, Westminster CA 92683
www.westminster-ca.gov 714.548.3254

SUBMITTAL REQUIREMENTS FOR TENANT IMPROVEMENTS

GENERAL

- ☐ Provide a site plan showing the property lines, layout of the building(s) and parking lot layout to illustrate existing conditions and all proposed changes. Show the tenant space(s) and location and size of the utility services for each tenant.
- ☐ Show parking spaces for the disabled persons and accessible path of travel to the tenant space from the parking and from public sidewalks.
- ☐ Submit fully dimensioned floor plans. Identify the existing and the intended use of every room or area. Provide door and window schedules to identify the dimension and type. The floor plans shall identify all existing and new construction.
- ☐ Plans must be legible, fully dimensioned, and drawn to scale (minimum 1/8" scale, 1/4" recommended). Sheets must be 11" x 17" minimum, show north-south orientation on each sheet. Three complete sets must be required for initial review.
- ☐ Provide project data to include but not limited to building address, suite, room or unit and floor number for multiple story buildings, scope of work, occupancy classifications, construction type, floor areas and occupant loads.
- ☐ Provide a letter of authorization from the property owner or the management agency. Provide contact information of property owner, tenant and all related design professionals. Stamps and signatures of all related professionals shall be on each sheet.

PLANNING

- ☐ Indicate zoning designation of the property.
- ☐ Identify any changes to the exterior of the building; any changes to the footprint of the building and provide calculation for landscape coverage where applicable.
- ☐ Parking summary and calculations for the site including parking requirements for the various uses on site, and numbers of existing vs. proposed parking spaces.
- ☐ List of any current discretionary approvals received for the project (i.e. Use Permit, Development, Plan Review.....if applicable).
- ☐ Existing and proposed roof top mechanical equipment and screening apparatus on both roof plans and elevations including details illustrating how equipment will be screened and complied with building height limitations.

BUILDING

- ☐ Show exit analysis from area of work to the exit discharge, including corridors and stairs. Provide adequate exit(s) for proposed occupant load.
- ☐ Specify fire-resistance-rated construction, finish schedule, protected openings and its assemblies with specifications if applicable.
- ☐ Provide details indicating compliance with DISABLED ACCESS requirements, including:
 - . Disabled parking spaces
 - . Paths of travel from disabled parking spaces to building entrance
 - . Building entrance and paths of travel within the building
 - . Disabled access to facilities within the building, including restrooms.
- ☐ Provide STRUCTURAL PLANS for additions. Structural framing and foundation plans shall identify the size and spacing of all structural elements including details for:
 - . Lateral force-resisting elements, including shear wall, diaphragm, and steel frame
 - . All construction assemblies and critical connections
 - . Prefabricated trusses.
- ☐ Provide mechanical, plumbing, electrical plans, Green Building Standards, title 24 energy forms and calculations if applicable.
- ☐ Provide adequate numbers of plumbing fixtures for the proposed use and for the number of occupants.
- ☐ Refer to current edition of CBC, CMC, CEC, CPC, California Green Building Standards and California Energy Code for more information.

FIRE

- ☐ Provide fire extinguisher type and location on plans.
- ☐ Modifications to the fire protection systems such as fire sprinkler and fire alarm shall be submitted to Fire Authority for review.
- ☐ Area for storage and/or handling of flammable, combustible, toxic, corrosive, oxidizing, explosive or otherwise hazardous materials shall be submitted to Fire Authority for review.
- ☐ Type, quantity, location and method of storage/use of hazardous material, medical gas shall be submitted to Fire Authority for review.